

Security Information

DIARY NOTES

25X1A

ADD/A



2 April 1953

25X1A9a

1. Had lunch with [REDACTED] and Bill Peel. Ed is practically finished with his job in O&M. I requested that he contact us prior to signing off at O&M in order that a final session with Mr. Wolf might be arranged. The Personnel Office is interested in having [REDACTED] do a thorough survey and analysis of their Personnel Procurement organization, functions, and procedures. I indicated our approval.

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2. Mr. Wolf and I met with Messrs. Garrison and Saunders to discuss briefly Mr. Garrison's "shopping list" which he hopes to buy during this Fiscal Year. It was agreed that Mr. Saunders would comment on this as early as possible, at which time a final decision would be made by Mr. Wolf. The approximate amount involved is [REDACTED]

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3. [REDACTED] reports that a doctor who was under consideration for employment by our Medical Office and who was turned down by Dr. Tietjen has complained to Congressman Wigglesworth. The Personnel Office is conducting the necessary investigation.

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DD/A

Thursday - 2 April 1953

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2. DD/A authorized Administrative Plan for FE Proprietary Project [REDACTED] subject to the following changes: Paragraph V, 13 A - "No major contractual commitment of time, money or services involving amounts in excess of \$10,000 shall be entered into except upon authority of FE and CM after appropriate coordination of OGC and the Special Contracting Officer as their interests appear." Paragraph V, 13 B - "The limitations expressly imposed in the itemized approved budget for the period may not be exceeded without prior approval of FE, CM and the Office of the Comptroller." (ER-3-8375 - Forwarded to PAPS.) 25X1C4c

3. In letter to The Adjutant General, Department of the Army, the DD/A has recommended that [REDACTED] be considered for promotion to the temporary grade of Major. (ER-3-8547 - Orig. w/background forwarded to AD/P - AD/P will deliver to AGO.) 25X1A9a

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25X1A9a SA/DDA [REDACTED]

25X1A6a Memorandum to the Deputy Director (Administration) regarding recommendation of ORR that three positions be transferred to the Senior Representative [REDACTED] to permit permanent assignment of personnel to work [REDACTED] 25X1B4d was referred to the Assistant Director (Personnel) for coordination with the Deputy Director (Administration) offices. (ER 3-8597)

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ADD/A:

25X1A 1. Forwarded to the Regulations Control Staff for publication proposed Notice No. [REDACTED] (Binders and Tabs for Agency Regulatory Issuances). The purpose of the Notice is to inform Agency personnel of the availability of binders and tabs for filing Agency regulatory issuances. (ER-3-8648)

25X1A9a 2. Forwarded to the Executive Assistant to the Director a proposed letter prepared by [REDACTED] Cable Secretary, in connection with his attendance at the Command and General Staff College, Fort Leavenworth, Kansas, the substance of which was concurred in by the AD/P. (ER-3-8341)

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3. The ADD/A signed a "Personal Service Contract" authorizing the appointment (effective 1 April 1953) of [REDACTED] as a consultant to the DD/A at the rate of \$50.00 per day of service. (Contract No. P-456-53)

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4. In a memorandum to the Assistant Director for Collection and Dissemination, through the DD/I, the ADD/A stated that inasmuch as over-all Agency space planning was presently underway it was believed advisable to determine whether or not moves within the next few months would satisfy the requirements of the Office of Collection and Dissemination for additional vault space. (ER-3-8086)

5. In a memorandum to the AD/P the ADD/A requested that necessary arrangements be made to transfer [REDACTED] to the Office of Current Intelligence no later than 1 July 1953. (ER-3-8661)

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6. The ADD/A advised the Chief, General Services Office, by memorandum that the Director had decided that it was not appropriate to discuss the allocation of additional funds for air conditioning with the Director of the Budget at this time and that, accordingly, it would be necessary to forego the air conditioning of the newly acquired space. He added, however, that there was no objection to the use of the unobligated balance of \$109,000 remaining from the previous \$750,000 authorization but stated that this money should be spent for air conditioning in spot locations which have particular justifications. He requested the Chief, General Services Office, to insure that all such installations were approved by the Office of the DD/A. (ER-3-8668)

7. The ADD/A approved of three travel vouchers submitted by [REDACTED] Senior Agency Representative, [REDACTED] for the periods 26 October to 30 October, 1952; 7 December to 11 December, 1952; and 11 January to 15 January 1953. (Forwarded to the Acting Chief, Finance Division.) (ER-3-8620)

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8. The ADD/A authorized the release of a dispatch to the Senior Representative, [REDACTED] from the Comptroller relating to "travel criteria." (ER-3-8473)

9. The ADD/A forwarded to the Comptroller for his information a memorandum from the AD/O to the DD/A, thru the DD/I, in connection with a proposal for underground telephone facilities at [REDACTED] Housing Area. The Office of Operations, while recognizing the advantages of underground telephone facilities in connection with this project, have advised the [REDACTED] that they do not propose to join them in modifying their plans to provide for such facilities. The risk inherent in the operation of an overhead telephone installation is acceptable due to the saving of \$13,609. (ER-3-8501)